Work-Study Payroll Expense Transfer (PET) Request

A work-study PET is used to transfer earnings from the employing department’s speedtype and into a work-study speedtype. When completing this form, please select a reason for the PET request below.

Requestor’s Name: ___________________________ Request Date: ___________________________

Employee Name: ___________________________ Empl ID: ___________________________

Student ID: ___________________________ Job Record #: ___________________________

Department ID: ___________________________

Is the Job Code under the 41XX series? ☐ Y ☐ N

If a job code is not 41XX, Student Employment may not be able to process the request.

Position Number: ___________________________

Position Funding Speedtype: ___________________________

Select a reason for PET request:
☐ Convert Student Hourly Earnings to Work-Study
☐ Convert LTS to Work-Study Earnings

(Please note when selecting this option: PET requests for converting LTS earnings may not be approved for processing if submitted after fiscal year-end, June 30th.)

☐ Other (if selected, please provide explanation below)

Please list all bi-weekly pay period end dates that apply below:

Please direct all questions regarding this form to the contact provided below:

Student Employment Office
P.O. Box 173364, Campus Box 125 Denver, CO 80217-3364
Phone: 303.315.1842 Fax: 303.315.1886 Email: StudentEmployment@UCDenver.edu